

# Comparisons of Job Characteristics

**Focus Occupation:** Legal Secretaries (43-6012)

**Associated Occupation:** Administrative Law Judges, Adjudicators, and Hearing Officers (23-1021)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 72

**Focus Occupation:** Legal Secretaries (43-6012)

**Associated Occupation:** Administrative Law Judges, Adjudicators, and Hearing Officers (23-1021)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Law and Government	5.9	18.2	13.8	<< Extensive education and/or training may be required
Customer and Personal Service	11.3	16.4	12.1	<< Extensive education and/or training may be required
English Language	11.2	15.8	16.1	0 Current knowledge level may be sufficient
Psychology	6.4	13.3	3.1	<< Extensive education and/or training may be required
Clerical	7.3	10.9	22.3	>> Current knowledge level is likely more than sufficient
Medicine and Dentistry	3.7	9.7	2.6	<< Extensive education and/or training may be required
Therapy and Counseling	3.8	8.0	1.8	<< Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 87

**Focus Occupation:** Legal Secretaries (43-6012)

**Associated Occupation:** Administrative Law Judges, Adjudicators, and Hearing Officers (23-1021)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Active Listening	11.0	17.7	11.8	<< Extensive development of skills in this area may be required
Critical Thinking	10.8	16.8	9.8	<< Extensive development of skills in this area may be required

Reading Comprehension	10.7	16.2	13.0	<<	Extensive development of skills in this area may be required
Speaking	10.8	14.6	10.6	<<	Extensive development of skills in this area may be required
Judgment and Decision Making	9.4	13.3	7.4	<<	Extensive development of skills in this area may be required
Writing	9.2	13.1	12.9	0	Current skill level may be sufficient
Active Learning	8.7	12.6	6.9	<<	Extensive development of skills in this area may be required
Complex Problem Solving	9.1	12.0	6.7	<<	Extensive development of skills in this area may be required
Negotiation	6.8	10.3	4.7	<<	Extensive development of skills in this area may be required
Operations Analysis	5.0	9.0	1.2	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Abilities

Similarity of Focus Occupation to Associated Occupation: 93

**Focus Occupation: Legal Secretaries (43-6012)**

**Associated Occupation: Administrative Law Judges, Adjudicators, and Hearing Officers (23-1021)**

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Written Comprehension	11.0	16.2	13.3	<	Some improvement in abilities may be required
Oral Comprehension	12.5	15.7	12.9	<	Some improvement in abilities may be required
Speech Clarity	10.2	15.6	10.4	<<	Extensive improvement in abilities may be required
Oral Expression	12.4	15.4	12.5	<	Some improvement in abilities may be required
Deductive Reasoning	10.6	15.1	9.4	<<	Extensive improvement in abilities may be required
Inductive Reasoning	10.2	14.8	7.9	<<	Extensive improvement in abilities may be required
Near Vision	11.1	13.9	14.6	0	Current ability level may be sufficient
Written Expression	9.8	13.4	12.2	0	Current ability level may be sufficient
Information Ordering	9.9	12.1	9.3	<<	Extensive improvement in abilities may be required
Selective Attention	8.7	10.5	6.8	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 68

**Focus Occupation: Legal Secretaries (43-6012)**

**Associated Occupation: Administrative Law Judges, Adjudicators, and Hearing Officers (23-1021)**

Work Activities	Exclusivity of Activity
Organize legal information or records	80
Understand legal terminology	81
Verify investigative information	73
Write legal documents	85

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

**Similarity of Focus Occupation to Associated Occupation: n/a**

**Focus Occupation: Legal Secretaries (43-6012)**

**Associated Occupation: Administrative Law Judges, Adjudicators, and Hearing Officers (23-1021)**

Tools and Technologies	Exclusivity
Tools and technology data is unavailable for one or both occupations.	

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.